

# ADVERSE WEATHER

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Absence due to adverse weather is entered using the **Adverse Weather A/A type – 9545**.

- During Time Evaluation this A/A type will cause the creation of an adverse weather liability.
  - During subsequent Time Evaluation the system will check for hours worked in excess of required minimum hours.
  - The adverse weather liability will be reduced accordingly.
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**Q:** "When a critical employee works during an emergency closure and is entitled to hour-for-hour comp time, what do we enter on the time sheet?"

**A:** *Attendance Type 9514 - Work during Emerg Closing should be used when a critical employee is required to work during an emergency closure situation. Please reference the Adverse Weather and Emergency Closing policy for more information on employee eligibility.*

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**Q:** I don't know what the A/A type for adverse weather makeup is for. I understand adverse weather, but it looks like if they charge adverse weather, then earn comp or other leave hours, it would offset adverse weather. Do employees need to enter the hours for adverse weather make-up?

**A:** *A/A type 9512 is the Adverse Weather Makeup attendance code. If an employee has used Adverse Weather Leave and later works extra time, the system will use the extra time to recover the liability before it gives the employee any comp time. Using 9512 Adverse Weather Makeup may not really be necessary. When extra time is reported, the system uses it to recover the liability.*

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**Q:** With regard to adverse weather leave, do employees still have a year to make up their adverse weather leave outage before it starts pulling from the leave hierarchy?

**A:** *From the date of the Adverse Weather event, any additional hours worked in excess of the employee's work schedule will be intercepted and applied to the liability until it has been satisfied. If the employee does not have any additional hours worked, then after 1 yr, the employee will be required to elect to use 9000 leave or be docked to satisfy the liability.*

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**Q:** If an employee does not pay back adverse weather time within 12 months, can the time be reallocated to vacation (and be deducted) rather than docked from pay?

**A:** *The employee may elect to have their leave quota reduced (if they have leave), or may choose to be docked. It is not automatic. The system will generate a message to the leave administrator saying it needs to be resolved. It takes a standard PA61 quota adjustment to reduce the advanced leave or adverse weather to zero and make the corresponding adjustment to the quota the employee wants to use to pay it back.*

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**Q:** If you have a liability for adverse weather, will it take earned time from vacation or only comp time to settle that liability?

**A:** *The Time Evaluation process will take extra time worked, before it becomes overtime pay or comp time leave, to repay a liability for adverse weather. An existing comp time balance will not be taken automatically to repay a liability. Vacation leave is not connected to an adverse weather liability in any way.*

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**Q:** When is the code "Z021 Process Adverse Weather" used? Is it used to recoup pay for an Adverse Weather day if time was not made up by an employee?

**A:** *It is a background process used to manage the creation of a Liability when an employee records Adverse Weather. If an employee has a liability that is outstanding, Time Evaluation will generate a message that the Liability must be reconciled.*